



2640 Fountain View Drive ■ Houston, Texas 77057 ■ 713.260.0500 P ■ 713.260.0547 TTY ■ [www.housingforhouston.com](http://www.housingforhouston.com)

January 8, 2019

Via Email to [59809-29072107@requests.muckrock.com](mailto:59809-29072107@requests.muckrock.com)  
Sarika Ram

**RE: Public Records Request**

Dear Ms. Ram:

On October 22, 2018, the Houston Housing Authority (“HHA”) received your request pursuant to the Texas Public Information Act (the “Act”). Your request contained five (5) queries. On November 5, 2018, the HHA provided a response to queries 1 and 4, as well as part of query 3, and requested clarification on the remaining requests. On December 21, 2018, the HHA received your response clarifying queries 2, 3, and 5. Documents responsive to queries 2 and 3 have been separately provided.

We have determined that complying with query 5 of your request will result in the imposition of a charge that exceeds \$40. Therefore, we are providing you with this cost estimate as required by Section 552.2615 of the Texas Government Code<sup>1</sup>.

Itemized List of Charges		
Description	Quantity x Price	Total
Labor minutes (\$15/hour) Locating and compiling records from grievance files	519 minutes x \$.25	\$129.75
	<b>Total Cost:</b>	<b>\$129.75</b>

There is a less expensive way for you to obtain this information. You may view the information in person at our offices. If you choose to view the information in person, please provide me with three dates and times when it will be convenient for you to come. These charges may be reduced if you narrow or clarify the scope of your request.

Your request will be considered automatically withdrawn if you do not notify us in writing within ten (10) business days from the date of this letter that you either:

- a. accept the charges;
- b. wish to modify your request; OR

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<sup>1 1</sup> For purposes of calculating any deadlines, the HHA notes that its office closed early on December 24, 2018, and were closed on December 25, 2018, in honor of Christmas. The office was also closed on January 1, 2019, in honor of New Year’s Day.

- c. have sent to the Open Records Division of the Office of the Attorney General a complaint alleging that you are being overcharged for the information you have requested.

The estimated charges exceed \$100; therefore, as allowed by section 552.263(a) of the Act, HHA requires a bond of \$129.75 before starting work on your request. Should you choose to accept the foregoing cost estimate in writing, please simultaneously remit \$129.75 via check or money order made payable to the Houston Housing Authority. Payment should be sent to:

Houston Housing Authority  
Attn: Jennifer Watson  
2640 Fountain View Dr.  
Houston, Texas 77057

Once HHA receives both acceptance of the cost estimate and the required bond, we will begin reviewing the responsive information. Please be advised that should you not remit the required payment within ten (10) business days of the date of this letter, your request will be considered withdrawn pursuant to Section 552.263(f).

If you have any questions, please feel free to contact me at the email address or phone number below.

Sincerely,



Jennifer Watson  
Senior Paralegal  
Houston Housing Authority  
2640 Fountain View Dr.  
Houston, Texas 77057  
Phone (713) 260-0521  
Fax (713) 260-0808  
[txpublicinfoact@housingforhouston.com](mailto:txpublicinfoact@housingforhouston.com)